



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
ONE ASHBURTON PLACE, BOSTON, MA 02108

MITT ROMNEY  
Governor

KERRY HEALEY  
Lieutenant Governor

ERIC KRISS  
Secretary

RUTH N. BRAMSON  
Chief Human Resources Officer

**PLEASE POST PROMINENTLY**  
**READING LIST ANNOUNCEMENT**

TO: Police Department Appointing Authorities  
Police Chiefs

FROM: Sally A. McNeely, Director  
Organizational Development Group/Civil Service Unit

DATE: November 19, 2004

SUBJECT: READING LIST FOR PROMOTIONAL EXAMINATIONS

**DEPUTY POLICE CHIEF  
POLICE CHIEF**

**EXAMINATION DATE – Saturday, May 14, 2005**

Examinations for this series are scheduled for May 14, 2005. Candidates are responsible for reading the following texts. (Please note carefully which edition is listed for each.) All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

Iannone, N. F., & Iannone, M. P. (2001). *Supervision of Police Personnel* (6<sup>th</sup> ed.). Prentice-Hall, Inc. (ISBN: 0136492290)

Swanson, C. R., Chamelin, N. C., & Territo, L. (2003). *Criminal Investigation* (8<sup>th</sup> ed.). McGraw-Hill, Inc. (ISBN: 0072485922) All chapters except chapter 17.

Swanson, C. R., Taylor, R. W., & Territo, L. (2005). *Police Administration* (6<sup>th</sup> ed.). Prentice-Hall, Inc. (ISBN: 0131123114)

Thibault, E. A., Lynch, L. M., & McBride, R. B. (2004). *Proactive Police Management* (6<sup>th</sup> ed.). Prentice-Hall, Inc. (ISBN: 0131122991)

Trojanowicz, R., Kappeler, V. E., & Gaines, L. K. (2002). *Community Policing: A Contemporary Perspective* (3<sup>rd</sup> ed.). Anderson Publishing Co. (ISBN: 1583605274)

Collins, J. M. & the staff of the Law Firm of Collins & Weinberg. (2004). *The Chief's Guide to Massachusetts Criminal Investigation Procedures: 2004-2005*. Municipal Police Institute, Inc.

Collins, J. M. & the staff of the Law Firm of Collins & Weinberg with the assistance of Champeon, S. R. (2004). *The Chief's Guide to Massachusetts Criminal Laws: 2004-2005*. Municipal Police Institute, Inc.

Collins, J. M. & Glidden, R. C. (2004). *Law Enforcement Guide to Firearms Law* (7<sup>th</sup> ed.). Municipal Police Institute, Inc.

The primary source of examination questions that measures knowledge of law and court decisions governing police work in Massachusetts is the *Massachusetts General Laws* (amended as of November 19, 2004). The three Chief's Guides are secondary sources of information about law and court decisions. In the event of a conflict between the information contained in the Massachusetts Chiefs of Police Association guides and that contained in the *General Laws*, the *General Laws* will be the definitive source.

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### Publishers of Reading List Texts

Anderson Publishing Company-Lexis Nexis, 1275 Broadway, Albany, NY 12204; (800.223.1940); <http://bookstore.lexis.com/bookstore/catalog>

McGraw-Hill, Inc., P.O. Box 545, Black Lick, OH 43004; (800.262.4729); <http://www.mcgrawhill.com>

Municipal Police Institute, Inc., 47 Memorial Drive, Shrewsbury, MA 01545; (800.322.2011); [http://www.masschiefs.org/MPI/Manuals/reading\\_materials.html](http://www.masschiefs.org/MPI/Manuals/reading_materials.html)

Prentice Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800.947.7700); <http://vig.prenhall.com>

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Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the address, telephone number, or web site listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Guy Paris, Personnel Selection Specialist, at 617.878.9759 or [guy.paris@state.ma.us](mailto:guy.paris@state.ma.us).

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